

## Position Description

### Manager, Ethics, Integrity and Biosafety

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<b>Position No:</b>	NEW
<b>Department:</b>	Office of the Deputy Vice-Chancellor Research
<b>School:</b>	Research Office
<b>Campus/Location:</b>	Bundoora
<b>Classification:</b>	Higher Education Officer Level 10 (HEO10)
<b>Employment Type:</b>	Continuing, Full Time
<b>Position Supervisor: Number:</b>	50024275
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/researchers/research-office>

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#### For enquiries only contact:

Dr MaryAnne Aitken, TEL: +61 3 9479 2162 Email: [maryanne.aitken@latrobe.edu.au](mailto:maryanne.aitken@latrobe.edu.au)

# Position Description

## Manager Ethics, Integrity and Biosafety

### Position Context

The **Research Office** supports La Trobe University researchers, senior executive, academic leadership the Graduate Research School, two Colleges and Central & Support Services to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners - funding bodies, industry, government, and regulatory authorities.

The **Ethics, Integrity and Biosafety Team** of the Research Office at La Trobe University provides holistic ethics, integrity and biosafety advice, support and service to researchers and to Committees to facilitate the ambitious University research performance targets and aligns with the core objective for "Research Excellence" in the La Trobe Strategic Plan. As well as supporting the five University Ethics Committees and their Chairs, it delivers pro-active ethics, integrity and biosafety training and education for researchers in conjunction with other University Divisions and Teams. It provides expert advice to researchers, key research stakeholders and to the wider university regarding complex research applications and new policy and legislative requirements. It is responsible for the scoping, planning and implementation of a new ICT solution with improved, streamlined processes for the review of ethics applications and implements University-wide changes to policy and strategy in response to legislative requirements, for example, Defence Export Control, Biosecurity and Autonomous Sanctions. In addition it is responsible for developing strategy, tools and resources to support the implementation of a Research Governance Framework (including a Clinical Research Governance Framework).

Our **key research stakeholders** include: College Associate Pro Vice-Chancellors Research, Pro Vice-Chancellor Research Development, School Research Directors, Teams in the Research Office, Graduate Research School, La Trobe Animal Research and Teaching Facility, Research Education and Development and other Divisions in the University for example, Library, Risk Management, Occupational Health and Safety, Infrastructure and Operations and School Managers.

The **University Ethics Committees** are: The University Human Ethics Committee, The University Animal Ethics Committee, The La Trobe Institutional Biosafety Committee and the two College Human Ethics Sub-Committees which deal with low-risk human ethics applications.

The **Manager** is responsible for the day to day management of the Ethics, Integrity and Biosafety Team, ensuring the coordination and smooth running of all activities and processes to provide excellent service for our key research stakeholders and facilitate research at the University. The incumbent will be outward facing, consultative and will have a deep knowledge of the ethics, integrity and biosafety policy and legislative requirements landscape and will provide leadership, strategic surveillance and expert advice to the Executive Director of the Research Office and senior University management.

### Duties at this level include:

- Lead, manage and develop the Ethics, Integrity and Biosafety Team ensuring provision of adequate resourcing in peak times as well as sound financial management.
- Provide strategic advice and analysis to the University on research ethics and research integrity matters, including areas of governance, compliance, exposure, risk analysis and risk management while ensuring the facilitation of research.
- Expert advice to senior management on research policy change and implementation, including participation on and active contribution to the University TEQSA, Academic Quality Committee, Enterprise Data Research Management Steering Committee and other committees as required.

- Responsibility for development and implementation of University-wide processes and procedures in response to national and international research compliance and governance requirements.
- Active promotion of Research Integrity to all key research stakeholders, including development and implementation of training programs.
- Recruitment, coordination and training of Research Integrity Advisors in consultation with Committees and key research stakeholders.
- Development and coordination of University responses and submissions to Government policy and other legislation or guideline changes and requirements.
- Responsibility for high-level management of and consultation with key internal (as described above) and external research stakeholders (National Health and Medical Research Council, Australian Research Council, Bureau of Animal Welfare, Office of the Gene Technology Regulator and other relevant Government Departments and agencies).
- Executive management of three University Ethics Committees and two Sub-committees, including robust and consultative working partnerships with Committee Chairs and Members and ensuring that approval, decision-making and review processes of the Committees are documented, appropriate, effectively administered and consistent with national standards.
- Implementation of recommendations from external reviews of Ethics and Integrity Team including those from the 2017 Review.
- Coordinate and conduct internal audits across funded projects each year for both ethics approved projects and non-ethics approved projects
- Active participation in Research Office Leadership Group, including ability to contribute meaningfully to University Research Strategy and to act as delegate for Executive Director.
- Active contribution to the Program for Research Information Management Enablement (PRIME) contributing knowledge and priorities of key stakeholders in the areas of Ethics, Integrity and Biosafety into the process and culminating in choosing and implementing an information technology solution for the team workflows including online applications, review, data management and reporting.
- Review Team performance over time and compare it to best practice in like Universities, identifying areas of improvement in structure, practices, policies, technology and reporting.

#### **Key Selection Criteria:**

- A postgraduate degree with extensive research integrity and policy experience (at least 5-10 years) in a higher education setting. Research experience is desirable.
- Demonstrated strong leadership and team management skills, particularly change management and ability to manage effective resourcing through peaks activity times.
- Demonstrated knowledge of relevant research policy and implementation of successful organisation-wide policy and legislative requirements.
- Proven ability to manage high- level, consultative relationships with internal and external key research stakeholders.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- Experience with management of Ethics Committees and reporting requirements and in managing, investigating and reporting breaches of responsible research conduct.
- Knowledge and demonstration of effective systems and process implementation to improve service.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:              Date: